

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**



**AF INSTRUCTION 91-202**

**AIR MOBILITY COMMAND**

**Supplement 1**

**24 January 2000**

**Safety**

**THE US AIR FORCE MISHAP  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/SEG (Mr. Joseph E. Profitt)  
Supersedes AFI 91-202/AMC1, 2 July 1996.

Certified by: HQ AMC/SEG (Mr. Lee Vetter)  
Pages: 8  
Distribution: F

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AFI 91-202, 1 August 1998, is supplemented as follows: (This supplement applies to AMC-gained Air Force Reserve Command (AFRC) units, unless specifically exempted; it does not apply to Air National Guard units.) Reporting requirements of this supplement are exempt from licensing in accordance with AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.10.

1.4.2.1. The ground/weapons safety staff and civil engineering (CE) functions ensure explosives-related planning, construction, and repair work is accomplished according to AFMAN 91-201. Safety officials must understand the military construction program (MCP) process and CE work request process. Both processes involve operational risk management assessment and are vital to the command's mishap prevention efforts.

1.6.11. Include non-collocated unit operations, deployment operations, and air transportation of explosives in the weapons safety program.

1.6.11.1. Inform the commander of environmental conditions that have safety impact. Ensure the respective Numbered Air Force is kept informed of any conditions that may result in higher headquarters involvement, or a multi-service impact.

1.6.11.14. Explosive site plans will be accomplished in five copies.

2.1. Tasking full-time safety people to perform duties (such as security forces augmentee, facility manager, etc.) that routinely require extensive training or extended periods away from the office which could degrade the safety program. Additional duties should not be confused with details which are generally short term but recurring, such as parades, base clean-up, VIP escorts, etc. In all cases, the GSM, Chief of Safety, and ultimately, the Commander determine whether or not to assign specific duties to safety personnel.

Career 1SOX1s assigned to enroute safety positions will serve as the single source point of contact (POC) for all flight, ground, and weapons issues concerning their unit.

**2.1.2. Not applicable to AFRC.** As a minimum, Pilot Flight Safety Officers (FSO) will be aircraft commander qualified. Navigators and flight nurses should have instructor experience. Following wing and group precedence, squadron FSOs should attend the Flight Safety Officer Course (WCIP05A), and should perform FSO duties by augmenting the wing/group on a regular basis. Experienced squadron FSOs should be selected to fill wing and group FSO vacancies. Aircraft Mishap Investigation Course (AMIC) training should be reserved for potential Safety Investigation Board members (i.e. Pilot, Maintenance members). Once trained, all FSOs are deployable assets regardless of location within the wing.

**2.7.1.1. (Added)** Unit safety representatives will have safety meetings with supervisors and/or functional managers at least quarterly. Contact the host safety office for assistance.

3.1. Host and tenant safety staffs will evaluate the following program management items during the required annual inspection. HQ AMC/SE will also evaluate these items during the AFOSH program evaluation:

- Commander, functional manager, supervisor, and employee mishap prevention support.

- Compliance with Air Force, major command, and NAF directives.

- Mishap response plan and reporting procedures.

- Protective equipment availability and use.

- Worker safety training.

- Worker knowledge of and compliance with safety standards.

- Worker awareness of hazard reporting/mishap reporting.

- Internal crosstell of safety information.

- Worker access to safety standards.

- Hazard reporting and abatement procedures.

- BASH Reduction Program compliance and implementation.

- MACA Program compliance and implementation.

- Operational Risk Management (ORM).

3.1.3.2. Safety staffs who choose not to conduct annual inspections of these units must provide the supervisor or unit safety representative with appropriate training and detailed checklists. The unit must conduct an annual inspection and send a copy of the report to the safety staff. In these cases, the safety staff determines whether or not the unit uses AMC Form 480, **Safety Inspection Report**.

3.1.4.4. Use either a locally generated product or AMC Form 480 and AMC Form 481, **Safety Inspection Report (Continuation)** to document annual inspections. Send report to unit within 14 days after inspection. Follow-up and document status on open action items at least every 30 days, or until they are entered into the installation hazard abatement program. RAC 4 and 5 hazards and deficiencies not corrected after 30 days can be tracked under the RAC 4 and 5 hazard log.

3.2.1. Team members from AMC/SE will conduct safety program evaluations of Numbered Air Forces, Wing, and independent Group Safety Staffs at least once every 3 years. These evaluators assess whether or not the necessary programmatic and managerial foundation exists to successfully accomplish the required AFOSH surveillance. Team members will meet the qualifications as specified in 29 CFR 1960.25. Observations will be identified as "answer required" when programs do not comply with Fed-

eral, DoD, or Air Force requirements. Units will answer report within 60 days, specifying current status of corrective actions, and every 30 days thereafter until closed.

3.7.1.2. Spot inspections can be documented using either a locally generated product or AMC Form 480/481.

4.4.2. Send hazard reports to NAF/SE for evaluation prior to sending to HQ AMC/SE. Direct reporting units send report directly to HQ AMC/SE.

4.5. Supervisors must ensure AMC Form 15, **Report All Mishaps And Hazards**, is posted next to AF Form 457, **USAF Hazard Report**.

5.6. HQ AMC/SE uses the following formulas for calculating mishap rates. These may differ from the methods used by the Air Force Safety Center and other MAJCOMs for determining their composite rates, therefore adjustments may be necessary when comparing rates to units outside AMC.

5.6.1. Flight mishaps. Compute flight mishap rates per 100,000 flying hours.

5.6.3. On-Duty Ground Mishap Rates. The formulas below are for calculating on-duty ground mishap rates. The 168 hours is based on one worker's average exposure time on duty each month. This means from the time the worker enters the gate until exiting the base.

|                                       |  |
|---------------------------------------|--|
| Military Disabling Injury (MDI) Rate: | $\frac{\# \text{ of injuries} \times 200,000}{\text{mil strength} \times 168 \text{ hrs}}$ |
|---------------------------------------|--|

|                      |  |
|----------------------|--|
| Military Fatal Rate: | $\frac{\# \text{ of fatalities} \times 200,000}{\text{mil strength} \times 168 \text{ hrs}}$ |
|----------------------|--|

|                                       |  |
|---------------------------------------|--|
| Civilian Disabling Injury (CDI) Rate: | $\frac{\# \text{ of injuries} \times 200,000}{\text{civ strength} \times 168 \text{ hrs}}$ |
|---------------------------------------|--|

|                      |  |
|----------------------|--|
| Civilian Fatal Rate: | $\frac{\# \text{ of fatalities} \times 200,000}{\text{civ strength} \times 168 \text{ hrs}}$ |
|----------------------|--|

|                                     |  |
|-------------------------------------|--|
| Government Motor Vehicle (GMV) Rate | $\frac{\# \text{ GMV mishaps}}{\text{miles} \times 1,000,000}$ |
|-------------------------------------|--|

5.6.4. Off-Duty Ground Mishap Rates. The formulas below are for calculating off-duty military rates. The 312 hours is based on one military member's off-duty time, minus 8 hours sleep.

|                    |   |
|--------------------|---|
| Off-Duty MDI Rate: | $\frac{\# \text{ injuries} \times 200,000}{\text{mil strength} \times 312 \text{ hrs}}$ |
|--------------------|---|

|                               |   |
|-------------------------------|---|
| Off-Duty Military Fatal Rate: | $\frac{\# \text{ fatalities} \times 200,000}{\text{mil strength} \times 312 \text{ hrs}}$ |
|-------------------------------|---|

**5.10. (Added)** Units will send the data from their AMC Forms 97 database to HQ AMC/SEF in the prescribed MS Excel spreadsheet format. The spreadsheet will be sent electronically to the HQ AMC/SEF organizational e-mail account ([AMC-SEF@scott.af.mil](mailto:AMC-SEF@scott.af.mil)) NLT the 10th of the month for the previous month's data.

6.2. Unit commanders and functional managers without a full-time safety position will designate a primary and alternate unit safety representative (USR) for weapons (if the unit has a weapons or explosive operation) and ground safety disciplines, and provide a letter of appointment to the host chief of safety. The host safety staff is responsible for training all USRs. The USR may be an officer, enlisted, or civilian, and will administer a safety program that complements the Air Force Mishap Prevention Program. Units are encouraged to send their ground safety USRs to the formal OSHA collateral duty training course for federal agencies. Tuition is free for federal attendees. The only cost involved is travel/per diem dollars. Contact the host safety office for additional information.

6.3. All units will provide an initial list of training to each safety discipline at HQ AMC and submit updates within 30 days after changes occur to ensure the MAJCOM database remains current.

7.1. All aircrew members will be briefed annually on mishaps, hazards, HATR, reporting, midair collision avoidance (MACA), seasonal weather hazards, bird hazards, concept and handling of "privileged and limited-use information." Safety meeting minutes should be placed in the FCIF. An FSO will monitor adverse trends in unit training and flight evaluation programs. The FSO should participate in resolving operational problem areas. A wing FSO should participate in the aero club advisory council and safety meetings (if applicable). Squadron FSOs will attend aircrew certification boards.

7.3.3. Include helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.

7.4. Coordinate with weapons safety function when the issue involves explosives and munitions:

**EXAMPLE:** HAZMAT, crash recovery, and crew extraction.

**7.6. (Not applicable to AFRC).** Units will conduct and document Safety Investigation Board (SIB) training at least once each calendar year. Participation in a safety investigation as an interim or formal board member fulfills this annual training requirement. Potential SIB presidents must be graduates of the Air Force Safety Center's (AFSC) SIB Board President's Course (BPC). Select any rated colonel or colonel (select) assigned to the unit to attend the course. Wing safety offices will determine if inbound colonels and colonel (selects) are BPC trained when they in-process.

7.10.1. Units will send their MACA information electronically to HQ AMC/SEF as it is updated to facilitate cross flow among other AMC units.

**7.10.11. (Added)** AMC units will develop, publish, and maintain an internet-based MACA web page. This page will be accessible by the public (i.e. outside the ".mil" domain). Typical content may include detail on the local flying area and procedures, local and common transient aircraft operating characteristics, general aviation "see and avoid" concepts, as well as the unit MACA POC. Send web addresses to AMC/SEF when completed/changed.

7.11.1.3.2. For AMC units, this on-site review will be accomplished as part of HQ AMC's AFOSH Program Evaluations.

7.11.1.4.1. Each AMC unit will review their BASH plan annually. After completion of the annual review, forward the BASH plan to HQ AMC/SEF electronically NLT 22 Sep.

7.11.1.4.5. AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Severe as:

**Severe:** High bird population [more than 15 large birds (waterfowl, raptors, gulls, etc.) or 30 small birds (terns, swallows, etc.)] on or immediately above the active runway or other specific locations (taxiways, in-field areas, departure or arrival routes, etc.) that represents a high potential for strike.

**7.11.1.4.5.1. (Added)** It cannot be overstressed that the use of numbers ("5-15 large birds") in the definition of a BWC is intended as a guide. Personnel responsible for establishing and maintaining a BWC must assess myriad factors when establishing BWCs. One bird in any given location can drive a BWC of Severe, Moderate or Low.

7.11.1.4.6. AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Moderate as:  
**Moderate:** Increased bird population (5 to 15 large birds or 15 to 30 small birds) in locations that represent an increased potential for strike.

7.11.1.4.7. AMC has further defined the AFSC Bird Watch Condition (BWC) Code for Low as:  
**Low:** Normal bird activity (fewer than 5 large birds or fewer than 15 small birds) on or above the airfield with a low probability of hazard.

7.11.1.4.8. For AMC units, the Phase I and Phase II start/end dates should be entered into the Global Decision Support System (GDSS) Airfield Data Base (AFD) as a planning remark in the Temporary Restrictions/Planning Remarks section. Additionally, each base will advise units of the actual Phase II period by message. This will include both implementation and termination messages. As a minimum, address messages to AIG 8367 (All AMC Flying Units), HQ AMC SCOTT AFB IL//SE/DO//, HQ AMC TACC SCOTT AFB IL//XOO/XOC/XOG/XOP/XOZ//, HQ ACC LANGLEY AFB VA//SE/DO//, HQ AETC RANDOLPH AFB TX//SE/DO//, HQ AFSC KIRTLAND AFB NM//SEFW//, NAVSAFECEN NORFOLK VA, and any other frequent users of the airfield. Use of AIG 8367 is authorized for Phase II message traffic for all AIG 8367 addressees.

7.11.2.3. Grass Height. HQ AMC/CEV has determined that 11 inches is an optimum height to set mowing equipment to maintain the 7-14 inch standard. This takes into account grass lying over from winds, snow, etc.

7.12. Flight safety meetings will be held quarterly, at a minimum, and minutes will be published and posted.

**8.2.11. (Added)** For training purposes, units are encouraged to provide 3-level and 5-level manning assistance for contingencies and big package exercises. Coordination between wings will help facilitate training efforts.

**8.5. (Added)** Quarterly, host wings will send their respective NAF a list of proposed ground mishap investigators. Each NAF will review and forward a single prioritized list to HQ AMC/SEG (RCS: AMC-SEG(Q)9614, Ground Safety Investigation Board Members). **NOTE:** This report is designated emergency status code C-3--Continue reporting during emergency conditions, delayed precedence. Submit electronically when possible, but discontinue electronic reporting during *MINIMIZE*.

9.7. HQ AMC/SEG is the command focal point for system safety engineering analyses involving aircraft ground servicing operations.

10.1.1. Squadron commanders with explosives or munitions operations will appoint a person as additional duty weapons safety representative. This appointee receives training from the host safety function. The training acquaints the person with duties and responsibilities of the position.

10.1.2. AMC host bases will develop a base directive outlining procedures and delineating functional responsibilities of the base-wide explosives safety program. AMC organizations (host and tenant) with a UMD authorized safety function will ensure a current copy of the base map (Tab C-1 or D-8) is sent to NAF/SEG and HQ AMC/SEW, 510 POW/MIA Street, Bldg P-40E, Rm 120, Scott AFB IL 62225-5020.

**10.2.1. (Added)** The Weapons Safety Manager will brief the wing and other appropriate commanders on the following: Risk assessment process for explosives operations, existing quantity distance waivers, exemptions, and deviations, plus status of corrective actions; use of event waivers, contingency parking plans for explosives loaded aircraft; support for deployed forces (AFMAN 91-201, paragraph 1.4); and Department of Explosives Safety Board survey process. Conduct briefing as soon as possible after assumption of command and annually thereafter.

--Ensure the appropriate functional managers implement explosives safety standards in AFMAN 91-201.

--Brief base facility board members at least annually on explosives safety site planning requirements.

--At wings with an aerial port function, periodically accompany a hazardous cargo airlift mission that is transporting explosives or munitions. Normally, one trip per year is adequate to evaluate hazardous cargo airlift operations, procedures, and en route support. Send a copy of trip reports through channels to HQ AMC/SEW (RCS: AMC-SEG(AR)9301, After Action/Trip Report, applies). This report is designated emergency status code C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Discontinue electronic reporting during *MINIMIZE*.

**10.4.2.1. (Added)** When processing exemptions, waivers and deviations, ensure the NAF receives 4 copies of each document for processing through higher headquarters.

10.4.10. Weapons safety personnel will also include the following areas with basic directive requirements:

Air transportation of hazardous cargo (explosives) by military and commercial contract aircraft

Aerial Port Explosives Operations, command post responsibilities, shipper responsibilities, aircrew.

Responsibilities, and cargo-related procedures.

Small arms ranges and field training exercise areas where explosives are used.

10.9. When receiving notification of a DDESB survey visit, notify the appropriate NAF/SEG and HQ AMC/SEW of the upcoming visit. Usually, either an AMC headquarters or NAF safety representative will also accompany the DDESB member during the survey. Request the board member in-brief and out-brief the wing commander or designated representative. For the out-brief, specify that the board member addresses all findings and observations. Reporting requirement in this paragraph is exempt from licensing in accordance with AFI 37-124.

10.10. Weapons safety managers review and coordinate on unit developed training plans that address weapons, explosives, munitions, and hazardous cargo (explosives and munitions). The weapons safety training includes the following subjects, as appropriate, but is not limited to these items:

Individuals' roles and responsibilities in the unit weapons safety program

Purpose of the hazard abatement and reporting programs

- Explosives planning for mobility operations
- Use of simulators and smoke-producing munitions
- Policies and procedures for transporting explosives in government vehicles on and off the installation
- Disposal of munitions
- Protecting explosives from fire and heat
- Storage and compatibility requirements
- Protecting explosives from electrical hazards
- Handling explosives loaded aircraft

10.11. AMC host weapons safety managers train all additional duty weapons safety personnel appointed IAW paragraph 6.2 of this supplement. These individuals will assure initial and annual refresher training of unit personnel associated with explosive operations. Training agencies at base level are responsible for documenting and tracking all completed training. Training agencies will also ensure documentation is forwarded when individuals PCA or PCS. It is recommended that either a general purpose form, automated system, or an established form be used (AF Form 1098, Special Task Certification and Recurring Training) to document completed training. Non-AMC tenant additional duty explosives safety training will be conducted in the same manner.

**10.12. (Added) Explosives Siting Surveys.** Notify the NAF and HQ AMC/SEW (DSN 576-5543) of a planned visit by another MAJCOM, service, or federal agency for the purpose of explosives siting. This includes any proposed changes or additions to tenant unit mission that affects weapons safety responsibilities. Reporting requirement in this paragraph is exempt from licensing in accordance with AFI 37-124, paragraph 2.11.12.

**10.13. (Added) Numbered Air Force will:**

Assess whether the weapon safety program of assigned organizations is aligned with the organization's exercise and contingency support requirements. Provide a semiannual summary (RCS: AMC-SEG(SA)9615, Readiness Assessment Report) of assessment findings by subject to HQ AMC/SEW. Provide assigned organizations supplemental guidance, as necessary, to achieve a degree of safety commensurate with operational/mission requirements. **NOTE:** This report is designated emergency status code C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements in this category as prescribed or by any means to ensure arrival on the established due dates. Continue electronic reporting during *MINIMIZE*.

Ensure the AMOG receives weapons safety contingency planning support from either the host base or NAF.

**10.14. (Added) Support group and squadron explosives and munitions responsibilities.**

Monitor explosives and munitions operations involving temporary storage and handling with material handling equipment (MHE).

Obtain a basic knowledge of explosives quantity-distance criteria as it relates to AMC operations, and the explosives waiver, exemption, deviation, and risk assessment processes.

Maintain a base explosives location map which depicts AMC facilities and operating locations.

Ensure those involved with explosives and munitions receive required training from the host base.

**11.6. AMC Forms Prescribed .** AMC Form 480, **Safety Inspection Report**; AMC Form 481, **Safety Inspection Report (Continuation)**; AMC Form 15, **Report All Mishaps and Hazards**. These forms are available electronically to print or fill and print from the AMC web or the Scott AFB local area network.

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